VMR-VRO CHECKLIST ADDRESS CHANGES

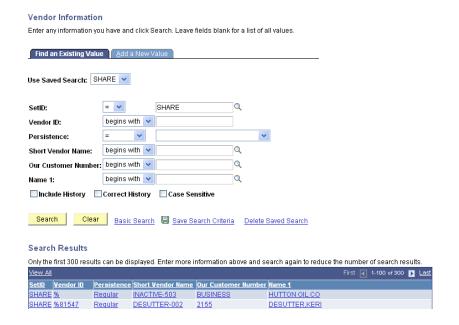
Narrative -

<u>Guideline Reference</u> – Address Changes

Navigation - Vendors>Vendor Setup/Maintenance>Vendor Information

Instructions -

1. SetID: SHARE



- 2. Enter your search criteria.
- Click on the selected vendor.
- 4. Review all addresses to guarantee the change is not a duplicate.
- Find the address that needs to be changed.
- 6. Make sure the address is not attached to an interface location or a location attached to a specific business unit. If the address is not attached to an interface location or a specific business unit continue with the change. If there is an issue with the existing address being attached to an interface or a specific business unit please fax the notification of change to the Vendor Registry Office for review.

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- 7. Plus the 'Address Detail' this will create a record with the current date as the effective date on the record.
- 8. If the city changes make sure to change the description of the address to the new city.
- 9. If there are multiple addresses to the same city add the city name plus the address to the description.
- 10. Make necessary changes to the address.
- 11. Notate in the comment portion of the corresponding Location attached to the address: *
 - a. Why the address was updated.
 - b. Who updated the address by using the acronym of your institution and the date of the address change?
 - c. Include any pertinent information concerning the change.
- 12. Forward the paperwork authorizing the change to the Vendor Registry Office.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for any type of help or guidance in entering vendor information. The Vendor Registry Office will research the change, take the appropriate action and respond to your inquiry in a timely manner.

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